Universum International College
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Termination of Studies Policy

August, 2026

1. Termination of Studies

Termination of studies refers to the formal process by which a student cancels their enrollment in a program. This process is initiated by the student and must be done in writing, following the specific guidelines set forth by UNI - Universum International College. Simply not starting a semester, not attending classes, or not participating in academic activities does not constitute an official termination. Failure to attend classes will result in grade reduction due to absences, and tuition fees will still be payable.

2. Process for Termination:

- Notification of termination must be provided in the form of a signed letter, sent by email to the Academic Department at least three months before the beginning of the student's next academic year.
- The termination will only be recognized as official once the signed letter has been received and acknowledged by the Academic Department.

3. Impact of Termination:

- Ceasing to attend classes without following the official termination process will result in grade reduction for the missed classes, and the tuition fee for the current academic year will remain payable.
- The student remains liable for any outstanding tuition fees up to the date of termination.

4. Refund Policy for Termination of Studies

Tuition fees at UNI - Universum International College are generally non-refundable.

Outstanding Debts:

- If the student has any outstanding debts to UNI, they must clear these debts before they can withdraw their documents.

This Termination of Studies Policy ensures that students are aware of the procedures and implications associated with withdrawing from their studies, including their financial obligations and the impact on their academic record.

Isabel Salvat

Chair of the Academic Council